

**HOME-START
ANGUS**

Family Support Group Co-ordinator – Person specification

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application form, I = Interview, E = Exercise

Person Specification – Development Worker			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and Qualifications			
Good standard of education (Standard Grade/National 5, SVQ level 3 or equivalent)	✓		
Employment History			
Relevant previous or current employment or voluntary work	✓	✓	
Managing the Project			
Knowledge of the voluntary sector	✓	✓	
Ability to manage a project	✓	✓	
Ability to undertake strategic management, planning and prioritising	✓	✓	
Good record keeping skills including the use of information technology	✓	✓	
Ability to process and collate information	✓		✓
Supporting Families			
Understanding the needs of families with pre-school children	✓	✓	
Knowledge and experience of working with groups	✓	✓	
Parenting experience	✓	✓	
Knowledge of current legislation and policies relating to children and families	✓	✓	
Managing others			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Ability to develop and deliver group support programmes	✓	✓	
Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional skills	✓	✓	✓
Presentation skills	✓	✓	✓

Self management/personal attributes			
Interpersonal skills		✓	✓
A positive and creative approach to tackling tasks			✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good communication skills including an understanding of electronic communication and the use of social media	✓	✓	
Negotiating skills	✓	✓	✓
Special requirements			
Able to work flexibly, some evening work		✓	
Willingness to access training opportunities		✓	
Car driver	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Relevant professional training, for example, early years practitioner/community worker	✓	✓	
Experience of work in the voluntary sector or as a volunteer	✓	✓	